

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, October 7, 2003 at 3:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Selzer, Dean, Ahart, Moss, and Owens

Members Absent: None

Staff Present: Mr. John M. Zeunik, County Administrator;
Ms. Lucretia Wherry, County Administrator's Office

Department Heads/
Elected Officials

Present: Mr. Bill Wasson, Director, Parks and Recreation
Department; Mr. Jack Moody, Director, Facilities
Management Department;

Others: Mr. Gene Asbury, Young Architects

Chairman Bostic called the meeting to order at 3:04 p.m. Chairman Bostic called the roll and declared that a quorum was present.

Chairman Bostic presented the Minutes of the September 6, 2003 meeting. Hearing no objections or amendments, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Jack Moody, Facilities Manager, presented a Request for Approval of a Preliminary Parking Lot Layout for Health Department Parking Lot and West side of the Law and Justice Center. The designs were drawn after the explosion in order to lay out where the installation of the Illinois Power transformers and emergency generator had to be placed. Mr. Gene Asbury, Architect, Young Architects, stated that the parking lot was designed to maximize parking spaces. The grassy area would be removed adding a total of 21 new parking spaces, new exits and separating the Health Department and the Sheriff's Department's parking areas.

Mr. Selzer stated that he approves of the plans. This would allow people to do business in the Health Department and Law and Justice Center and still provide a parking lot for Sheriff's parking and for visitors to the jail. Mr. Owens stated that he agreed with the design. He asked how many handicap spaces would be provided. Mr. Moody replied that the number of handicap spaces would meet ADA codes. ADA codes base the number of handicap spaces on lot size. Mr. Asbury added that handicap spaces are twice the size of regular spaces.

Mr. Asbury added that the cost to renovate lot is estimated at \$100,000.00. Mr. Selzer asked if the Committee wants to consider the renovations for this budget cycle. Mr. Owens asked how many parking spaces would be available at the Government Center parking lot. Mr. John Zeunik, County Administrator, stated that there would be 100 parking spaces available at the Government Center, including the 35 spaces reserved for National City.

Ms. Ahart asked how much damage has been done to the Health Department and the Sheriff's Department's parking lots. Mr. Moody replied that the cranes have caused a lot of damage. Chairman Bostic asked if the insurance would cover the repairs to the lots. Mr. Moody replied that he anticipated that insurance would cover the repairs to the existing lot. The Committee agreed that it would not be prudent to renovate the lot in the current budget cycle. Mr. Selzer asked the Committee if accepting the plan and adding the plan to the Five-Year Capital Improvements Budget is agreeable.

Motion by Selzer/Owens to recommend approval of the plan to renovate the Sheriff's Department/Health Department parking lot and add the plan to the Five-Year Capital Improvements Budget.

Mr. Dean announced the he abstained from the vote.

Motion carried.

Mr. Moody presented a Request for Approval of Revised Tenant Lease Agreements for the Regional Office of Education for McLean, DeWitt and Livingston Counties(Fairview Building)G.E.D. Adult Education Literacy Program (Fairview Building) YWCA of McLean County – (Fairview Building) Bloomington Board of Election Commissioners (McLean County Health Department) Children's Advocacy Center – (McLean County Health Department) and the McLean County State's Attorney – (McLean County Health Department). All of the current leases expire on December 31, 2003. Some of the tenants pay rent plus utilities. Others pay utilities only.

Mr. Selzer asked if there is a rent increase included in the new leases. Mr. Moody replied that the new leases include a 3% increase. Mr. Owens asked if the Bloomington Elections Commission lease agreement is for 12 months. Mr. Moody replied that the Bloomington Elections Commission is expected to move to the Government Center once the Government Center is open. However, since the Government Center is not expected to open until the fall of 2004 and the

Bloomington Elections Commission would be in the middle of the Presidential Elections, the budget and the lease reflects a full 12 months.

Motion to recommend approval of the Revised Tenant Lease Agreements for the Regional Office of Education for McLean, DeWitt and Livingston Counties(Fairview Building)G.E.D. Adult Education Literacy Program (Fairview Building) YWCA of McLean County – (Fairview Building) Bloomington Board of Election Commissioners (McLean County Health Department) Children’s Advocacy Center – (McLean County Health Department) and the McLean County State’s Attorney-(McLean County Health Department).
Motion carried.

Mr. Moody presented a status report on the Repairs and Renovation to the Law and Justice Center. The electrical vault still has on-going work. The County is working with Weber Electric and Femley Dickerson to complete installation and testing of the now electrical switchgear. This process will take a couple of weeks. The permanent emergency generator has arrived and is being installed. The outside of the building is being cleaned. The soot is being removed with no problems. Once the concrete is poured on the west side of the building, the landscape can be repaired.

Work is still being done in rooms 2A and 2B of the basement. New shelving still needs to be installed. Once the rooms are finished, the records being stored at Hershey Road can be moved back to the Law and Justice Center. The records that had a lot of soot damage may not be returned until next year. These records are being vacuum dried and cleaned until the soot falls off.

Chairman Bostic asked if the power outages would disturb the workday. Mr. Moody replied that the outages would be on the weekend. The jail will not be effected.

Mr. Moody presented a status report on the Exterior Envelope Replacement at 200 West Front Street Health Department. The replacement is almost complete. The exterior cap and window trim is left to be completed. Deterioration was not found under the dryvit.

Mr. Selzer asked if the staff is noticing any differences in the building. Mr. Moody stated that due to the lovely weather conditions this fall, it is hard to tell at this point.

Mr. Moody presented a status report on the Illinois Public Museum Capital Grant Project at the McLean County Museum of History. The drawings are 100% complete as are the bid specifications. The State Historical Architect and the City of Bloomington are reviewing them. Once returned to Wiss, Janey, and Elstner, any change made to the plans can be completed and the bid process can begin.

Mr. Moody presented a status report on the City of Bloomington Township Assessor's Office Space. The City of Bloomington Township Assessor's Office will vacate the space October 28, 2003. Facilities management will do a walk through with the Township Assessor to make sure that no damage has been done to the space. It is expected that the Veteran's Assistance Office would move into the space once the McBarnes Building is sold.

Mr. Moody presented a status report on Lincoln Parking Deck. The Deck is expected to open on November 3, 2003. The delay is due to lighting and roof drains being on back order. Chariman Bostic asked if the Deck could be partially opened. Mr. Moody stated that the City of Bloomington is not receptive to opening the deck partially.

Mr. Owens asked how much longer the County has paid rent for the Hershey Road facility. Mr. Zeunik replied that the County has paid the rent until October 18, 2003. The County is waiting for a reply from State Farm to see if the County could continue using the space past October 18, 2003. Mr. Owens asked why, with the difficulties in parking downtown, the court did not remain on Hershey Road longer. Mr. Zeunik replied that all civil jury cases were continued because the Hershey Road Facility could not accommodate jury trials. Mr. Dean asked if the records stored at the Hershey Road Facility were sensitive documents. Mr. Zeunik stated that the documents are not sensitive, but even so, State Farm has excellent security. Mr. Dean asked what documents have been sent away for restoration. Mr. Moody replied that the history of McLean County from 1830 to 1939 is in the documents that have been sent away for restoration.

Mr. Moss stated that Mr. Koos was not aware that the McLean County grant was being discussed at last month's meeting. Mr. Moss added that Mr. Koos wanted to make sure that the Committee understands that he did not request the extra work. The proposal came from Wiss, Janey and Elstner. Chairman Bostic added that 25 people attended the presentation Mr. Jeff Koerber gave at the Historical Museum.

Mr. John Zeunik, County Administrator presented a Review of Fiscal Year 2004 Recommended Budget for the Parks and Recreation Department. The summary of the Parks and Recreation Department's Budget can be found in the agenda

packet on pages 81 – 84. The complete budget for the Park and Recreation Department can be found on pages 105-108 of the Fiscal Year 2004 Recommended Budget Book.

The revenue line item account, 410.0005 Camp Ground fees, has increased from \$116,000 in the FY'2003 Adopted Budget to \$123,000 in the FY'2004 Recommended Budget. This increase is based on a review of the year to date revenue, as of the date the Recommended Budget was prepared. This increase in revenue is a direct result of usage. No campground fee increase is proposed in the FY'2004 Recommended Budget.

The 410.0050 Boat Registration revenue line item account has been decreased from \$68,000 in the FY'2003 Adopted Budget to \$52,000 in the FY'2004 Recommended Budget. This decrease is based on a review of the year to date revenue, as of the date the Recommended Budget was prepared.

There is no change in the FTE Staffing Level in the FY'2004 Recommended Budget.

All of the Materials and Supplies line item accounts are budgeted either at the same level or less as in the FY'2003 Adopted Budget with the following exceptions:

620.0001 Office Supplies: This line item account has increased from \$1,250 in the FY'2003 Adopted Budget to \$1,750 in the FY'2004 Recommended Budget. This increase is based on a review of last year's actual expenses.

622.0001 Medical/Nursing Supplies: This line item account has increased from \$450 in the FY'2003 Adopted Budget to \$700 in the FY'2004 Recommended Budget. This increase is a direct result of the increased utilization of the campground and park facilities.

625.0001 Buildings/Grounds/Equipment Supplies: This line item account has increased from \$13,000 in the FY'2003 Adopted Budget to \$13,400 in the FY'2004 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

All of the Contractual Services line item accounts are budgeted either at the same level or less as in the FY'2002 Adopted Budget with the following exceptions:

The 716.0002 Engineering/Design Services line item account has increased from \$8,000 the FY'2003 Adopted Budget to \$15,000 in the FY'2004 Recommended

Budget. Included in this proposed increase is \$10,000 for electrical design for renovation of the current campsites and funding for the Route 66 linear park.

The 781.0001 Mandatory Fees line item is a new line item account that has been added in the FY'2004 Recommended Budget. This line item account is for the new NPDES fee that was enacted by the State of Illinois as a part of the State's FY'2004 Budget. Previously, local governments were exempt from paying the NPDES fee. As a result of the changes made during the review and adoption of the State's budget, all local governments are now required to pay an NPDES fee to the State of Illinois. Since COMLARA Park operates a sanitary wastewater treatment facility at the Park, Parks and Recreation is mandated by State law to pay an annual NPDES fee of \$1,500.

Line item account 838.0001 Purchase of Machinery and Equipment includes funding to purchase a new lawn mower.

Mr. Bill Wasson, Director, Parks and Recreation, stated that the Parks and Recreation Department is operating under a tight budget. All maintenance and renovations have been set aside due to funding limitations in the General Fund. Maintenance and operational costs are for necessities.

Chairman Bostic asked at how many campsite is electricity being installed. Mr. Wasson explained that money has been budgeted for the first section of campsites. There are about 30 sites in the area. The electrical system in this area is 25-30 years old and no longer complies with the fire code. The renovation has significant costs, which is why it is necessary to phase in the upgrade. Chairman Bostic asked how many total campsites are there. Mr. Wasson replied that there are 136 campsites. Mr. Selzer asked if the costs in the budget are for the work or the design of the work. Mr. Wasson replied that the budgeted amount is for the design work. Mr. Selzer asked why all the design work is not being done at once. Mr. Wasson explained that the upgrading the electrical systems has significant costs, which can not be afforded at this time. The permits for work only last 3 years and the fire code could change before all the work is complete.

The park has a bigger electrical load now than in the past. Campers are used to facilities where they have their own hook up. Right now, campers share a hook-up. As time goes on, fewer and fewer campers are equipped to share the hook-up.

Chairman Bostic asked if the camping fees could be raised. Mr. Wasson replied that the camping costs at COMLARA are already significantly high than the costs

at State facilities. It would be counter productive to increase the costs at COMLARA.

Chairman Bostic asked if anyone is working to end the NPDES charges imposed by the State. Mr. Wasson replied that several State Representatives are working to have the fees removed. The fees are not being used for their intended purpose. Mr. Selzer suggested that Chairman Sweeney send a letter to the Governor regarding the NPDES fees.

Motion by Selzer/Moss to recommend tentative approval of the proposed Fiscal Year 2004 Parks and Recreation budget. Motion carried.

Mr. Zeunik stated that the summary for Evergreen Lake Lease Fund can be found on pages 85 – 87 of the agenda packet. The complete budget can be found on pages 109-111 of the Fiscal Year 2004 Recommended Budget Book. The Evergreen Lake Lease Fund 0147 is a Special Revenue Fund, which must be balanced within the Fund. The Fund was established to promote conservation and development of natural resources within the Park.

The FY'2004 Recommended Budget projects no change in the Ag/Conservation Revenue from the FY'2003 Adopted Budget.

The FY'2004 Recommended Budget projects no change in the Forestry Cost Share Revenue from the FY'2003 Adopted Budget.

400.0000 Unappropriated Fund Balance: The FY'2004 Recommended Budget includes an appropriation of \$1,919 from the Unappropriated Fund Balance in order to balance the budget. On December 31, 2002, the Evergreen Lake Lease Fund had an audited Fund Balance equal to \$34,245.00.

There is no change in the FTE Staffing level in the FY'2004 Recommended Budget. The total FTE Staffing level remains at 0.52 FTE.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same as in the FY'2003 Adopted Budget except for the following line-item account.

The line item account 615.0001 Seed has been increased from \$451 in the FY'2003 Adopted Budget to \$600 in the FY'2004 Recommended Budget. This increase is based on a review of the year-to-date expenditures as of the date the

Recommended Budget was prepared and the anticipated conservation and planting program in FY'2004.

Line item account 615.0002 Fertilizer and Herbicide has been increased from \$3,365 in the FY'2003 Adopted Budget to \$3,589 in the FY'2004 Recommended Budget. This increase is based on the anticipated conservation and planting program in FY'2004.

Motion by Selzer/Owens recommend tentative approval of the proposed Fiscal Year 2004 Evergreen Lake Lease Fund. Motion carried.

Mr. Zeunik presented the Facilities Management Department, Juvenile Detention Center Program budget, which can be found on pages 88 – 91 of the agenda packet and pages 112-113 of the Fiscal Year 2004 Recommended budget book.

There is no change in the FTE Staffing Level in the FY'2004 Recommended Budget.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget.

The 601.0001 Clothing/Employees line item account has increased from \$0 in the FY'2003 Adopted Budget to \$160 in the FY'2004 Recommended Budget. In FY'2004, the Facilities Management staff at the JDC will need to purchase a uniform shirt, winter snowplow clothing and boots.

The 621.0001 Operational Supplies line item account has decreased from \$1,050 in the FY'2003 Adopted Budget to \$1,000 in the FY'2004 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The 625.0001 Buildings/Grounds/Equipment Maintenance Supplies line item account has decreased from \$5,700 in the FY'2003 Adopted Budget to \$5,500 in the FY'2004 Recommended Budget. This line item account includes funding for the following expenses:

- Locks and Replacement Locks: \$1,430.00
- HVAC Filters/Grease/Oil: \$2,450.00
- Grease Trap Maintenance: \$ 400.00
- Light Bulbs: \$ 420.00

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- Electrical Supplies:	\$ 550.00
- Miscellaneous Building Supplies:	\$ 250.00
Total:	\$5,500.00

Chairman Bostic asked why the locks cost so much. Mr. Moody replied that the locks at the Juvenile Detention Center are heavy detention security duty. Facilities Management repairs the locks, but the locks now need replacement.

All Contractual line item accounts have been budgeted at the same level or less as in the FY'2003 Adopted Budget with the following exceptions.

The 709.0001 Garbage Disposal Services line item account has increased from \$1,530 in the FY'2003 Adopted Budget to \$2,000 in the FY'2004 Recommended Budget. This increase is based on the bid and contract awarded by the Board for garbage disposal services provided to the various County facilities.

The 744.0001 Maintenance Building/Grounds line item account has increased from \$6,400 in the FY'2003 Adopted Budget to \$13,100 in the FY'2004 Recommended Budget. This line item account includes funding for the following contractual service expenses:

- Replace AC Compressor	\$ 6,700.00
- Generator Maintenance	\$ 900.00
- Fire Extinguisher Maintenance	\$ 450.00
- Chiller Maintenance	\$ 2,250.00
- Miscellaneous Outside Services	\$ 1,400.00
- Sprinkler Maintenance	\$ 1,400.00
Total:	\$13,100.00

Chairman Bostic asked if the Air Conditioning at the Juvenile Detention Center is being replaced. Mr. Moody replied that the unit is ten years old and needs replaced. Chairman Bostic asked if the new unit would be more efficient. Mr. Moody explained that the old unit is 93% efficient. Efficiency ratings have not increased much over the past ten years.

The 801.0001 Capital Improvement line item account includes funding for the following capital improvement expense: replacement of worn out carpeting.

Motion by Selzer/Ahart to recommend tentative approval of the Fiscal Year 2004 Recommended Budget for Facilities Management's Juvenile Detention Center Program. Motion carried.

Mr. Zeunik presented the Fiscal Year 2004 Recommend Budget for Facilities Management's MetCom Center Program. The budget summary can be found on pages 92 – 95 of the agenda packet. The Facilities Management - Metro McLean County Centralized Communications Center program budget is presented as a self-balancing program within the General Fund in the FY'2004 Recommended Budget. The program's revenue fully funds the projected maintenance and operating expenses of the Metro McLean County Centralized Communications Center.

The revenue source is the reimbursement received from the Metro McLean County Centralized Communications Center -please see Metro McLean County Centralized Communications Center Fund 0452, Department 0030, Line-item Account 0706.0001 Contract Services. Pursuant to the Intergovernmental Agreement between the Emergency Telephone Systems Board (ETSB), City of Bloomington, Town of Normal, and McLean County, the annual operating budget for the Metro McLean Centralized Communications Center is funded by the three local governments and the ETSB on a per capita formula basis with ETSB assuming 100% funding for the positions and operating expenses which are essential to the operation of a 911 Call Center. Since the MetCom facility was financed and built with proceeds from a Public Building Commission bond issue, the County's Facilities Management Department is responsible for maintenance and custodial services.

There is no change in FTE Staffing level in the FY'2004 Recommended Budget. All of the Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget.

All of the Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget.

The 709.0001 Garbage Disposal Services line item account has decreased from \$764 in the FY'2003 Adopted Budget to \$600 in the FY'2004 Recommended Budget. This decrease is based on the bid and contract award for garbage disposal services provided to the various County facilities.

The 744.0001 Maintenance of Buildings/Grounds line item account has increased from \$8,278 in the FY'2003 Adopted Budget to \$8,504 in the FY'2004 Recommended Budget. This line item account includes funding for the following expenses:

- UPS Maintenance: \$ 4,754.00

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- Fire Extinguisher/Sprinkler Maintenance:	\$ 350.00
- Generator Maintenance:	\$ 1,400.00
- Outside Contract Services:	\$ 2,000.00
Total:	\$ 8,504.00

The 750.0001 Equipment Maintenance Contracts line item account has increased from \$1,125 in the FY'2003 Adopted Budget to \$1,170 in the FY'2004 Recommended Budget. This line item account includes funding for the Simplex Security/Fire Alarm service: \$1,170.00

Line item account 795.0001 Electric Service has increased from \$28,000 in the FY'2003 Adopted Budget to \$28,500 in the FY'2004 Recommended Budget. This increase is based on a review of the year to date expenses, as of the date Recommended Budget was prepared.

The 795.0004 Water Service line item account has increased from \$450 in the FY'2003 Adopted Budget to \$475 in the FY'2004 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

Mr. Moody stated that utilities are invoiced to MetCom each month and promptly paid. Chairman Bostic asked if Mr. Gamblin has discussed any security upgrades for the building with Facilities Management. Mr. Moody replied that he has not discussed security upgrades with Mr. Gamblin. Mr. Zeunik explained that the Emergency Telephone Systems Board would fund any security upgrades needed. Contract workers, not Facilities Management, would do the upgrades.

Motion by Owens/Selzer to recommend approval of the Fiscal Year 2004 Recommended Budget for the Facilities Management MetCom Center Program.
Motion carried.

Mr. Zeunik presented the Fiscal Year 2004 Recommended Budget for the Facilities Management 200 West Front Street and Health Department Building program. The budget summary can be found on pages 96 – 99 of the agenda packet. The full budget can be found on pages 116-117 of the Fiscal Year 2004 Recommended Budget Book.

The Facilities Management - 200 West Front Street Building program budget is presented as a self-balancing program within the General Fund in the FY'2004 Recommended Budget. The program's anticipated revenue fully funds the

projected maintenance and operating expenses of the 200 West Front Street Building.

The primary revenue source is the utilities and maintenance reimbursement received from the Health Department and TB Care and Treatment Clinic. In accordance with the Lease Agreements with the tenants, the FY'2004 Recommended Budget reflects the scheduled increases in the rent payment due the County from the tenants.

The other revenue source is the projected income from renting the parking spaces in the Annex Parking Lot at the corner of Front and Madison Streets.

There is no change in FTE Staffing level in the FY'2004 Recommended Budget.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget with the following exceptions. The 620.0001 Office Supplies line item account has increased from \$200 in the FY'2003 Adopted Budget to \$250 in the FY'2004 Recommended Budget. This increase is based on a review of the year to date expenditures, as of the date the Recommended Budget was prepared.

All of the Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget with the following exception.

Line item account 709.0001 Garbage Disposal Services has increased from \$2,300 in the FY'2003 Adopted Budget to \$2,650 in the FY'2004 Recommended Budget. This increase is based on the bid and contract award for providing garbage disposal services to the various County facilities.

The 744.0001 Maintenance Buildings/Grounds line item account is budgeted at the same amount in the FY'2004 Recommended Budget. This line item includes funding for the following expenses:

- Fire Extinguisher Maintenance:	\$ 480.00
- Chiller Maintenance:	\$4,800.00
- Pump Maintenance:	\$2,750.00
- Generator & Electrical Maintenance:	\$6,450.00
- Sprinkler Maintenance:	\$ 650.00
- Domestic Lift Pump Repair:	\$8,000.00
Total:	\$23,130.00

The 744.0002 CWB Parking Lot Expense line item account has been budgeted at \$52,800 in the FY'2004 Recommended Budget. This amount is based on the negotiated lease payment due to the City of Bloomington for the Annex Parking lot.

Motion by Selzer/Moss to recommend approval of the Fiscal Year 2004 Recommended Budget for Facilities Management 200 West Front Street and Health Department Building. Motion carried.

Mr. Zeunik presented the Fiscal Year 2004 Recommended Budget for the Facilities Old County Courthouse Program. The budget summary can be found on pages 100 – 103 of the agenda packet.

This revenue line item account, 420.0010 Historical Society, reflects the annual rent payment of \$10,000, which the McLean County Historical Society pays to McLean County. The lease between the County and the Historical Society is for a term of 30 years at a fixed annual rent of \$10,000 per year. The lease also stipulates that McLean County shall be responsible for the maintenance and operating expenses of the Old Courthouse.

The 450.0009 PBC Reimbursement revenue line item account was added in the FY'2003 Adopted Budget. Last year, McLean County transferred ownership of the Old Courthouse building and the land to the Public Building Commission (the "PBC"). The PBC will then lease the Old Courthouse Building and the land to the County. Pursuant to the terms of the Lease Agreement, the annual lease expense will be equal to the County's costs for maintaining and operating the Old Courthouse Building. This financing arrangement permits the County to cover the FY'2004 annual maintenance and operating expenses for the Old Courthouse Building. This arrangement also provides the County with several alternatives for financing the necessary improvements to the exterior of the Old Courthouse Building.

The FY'2004 Recommended Budget includes an appropriation of \$134,316 in this line item account. This amount plus the rent paid by the Historical Society will cover the annual maintenance and operating expenses of the Old Courthouse Building.

There is no change in the FTE Staffing level in the FY'2004 Recommended Budget. All Material and Supplies line item accounts in the FY'2004 Recommended Budget have been budgeted at the same level or less as in the FY'2003 Adopted Budget.

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This line item account, 801.0001 Capital Improvements, includes funding for the relocation and placement of the World War I Memorial Plaque in the Old County Courthouse.

Mr. Selzer asked when is the earliest the installation of the World War I Memorial Plaque could begin. Mr. Moody replied that work could begin after the first of the year. Mr. Zeunik added that the work would be completed by Memorial Day.

Motion by Owens/Selzer to recommend approval of the Fiscal Year 2004 Recommended Budget for Facilities Management's Old County Courthouse Program. Motion carried.

Chairman Bostic presented the bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.

Motion by Owens/Moss to recommend approval of the bills as of September 30, 2003, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Bostic adjourned the meeting at 4:41 p.m.

Respectfully submitted,

Lucretia Wherry
Recording Secretary